

FCSTN LEADERSHIP HANDBOOK

Section 3 Job Descriptions



"At the Heart of It All"

2009 - 2010

TABLE OF CONTENTS

SECTION THREE – JOB DESCRIPTIONS

OFFICERS

President.....	3
President-Elect	4
Past-President/ Awards: Toy and Special Service	5
Secretary	6
Treasurer	7
Treasurer-Elect.....	8
ACTEN Representatives	9
HSR/FCS Director	10

DISTRICT CHAIRPERSONS/REPRESENTATIVES	11
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COMMITTEES

Altruistic	12
Auditing	13
Awards: Partnership.....	14
Bucket Auction	15
By-Laws.....	16
Fundraising	17
Hostess	18
Legislation	19
Membership	20
Newsletter	21
Nominations.....	22
Public Relations	23
Scholarship.....	24

*Appreciation is extended to the 1997-98 officers and committee chairs
who provided the initial information to compile this Handbook
and to persons who served in each position since then
for keeping this resource up to date.*

PRESIDENT

Purpose: To preside at meetings and serve as the chief executive officer of the organization.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Summer	Send updated information to State Director by July 15, if possible	Includes elected and appointed officers, committee chairs, district representatives, calendar of events, and budget.
Fall	Attend Executive Board Meeting Contribute an article to the newsletter Attend ACTE national convention	If unable to attend, the President-elect will preside; appoint one of the chairs of committees you supervise to represent you.
On-Going	A liaison to selected committees Represent teachers on FCSESC Ex-officio member of FCCLA Board of Directors Ex-officio member of ACTEN Board	legislation, newsletter, auditing, public relations-association, public relations - bulletin board. The Family & Consumer Sciences Education State Council serves as an advisory group to FCS staff at NDE. In recent years this group has held 3-4 Conference calls each year. Attend meetings (Inform State FCCLA Adviser if you cannot attend; RSVP is needed.)
Spring	Attend Executive Board Meeting Contribute an article to the newsletter Attend Legislative Workshop Develop and supervise the Program of Work	If unable to attend, the President-elect will preside; appoint one of the chairs of committees you supervise to represent you. Speak at luncheon.
At NCE Conference	Bring an item for Bucket Auction Conduct Executive Board Meetings Preside at banquet Serve as FCSTN delegate to ACTEN Assembly of Delegates	May either donate something or solicit something from a business in your area Two are held. . . the night before Conference begins at which you preside and a breakfast meeting that you merely attend.

PRESIDENT-ELECT

Purpose: To prepare for and transition into the role of president, assume duties in absence of president, and serve as ex-officio member of all committees.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	Attend Executive Board Meeting December - Attend ACTE	If unable to attend, appoint one of the chairs of committees you supervise to represent you.
On-going	Represent teachers on FCSESC Liaison to selected committees Assist president in implementing program of work	The Family & Consumer Sciences Education State Council serves as an advisory group to FCS staff at NDE. In recent years this group has held 3-4cConference calls each year. Nominations and by-laws
Even years	Survey	Survey membership in even numbered years; a sample survey is in president-elect notebook.
Spring	Attend Executive Board Meeting Prepare LEAP packet (formerly called Doing-it) Program of Work Committee Chairs	If unable to attend, appoint one of the chairs of committees you supervise to represent you. Decide on topic early. Notify board/committee chairs and membership if you need their input on the packet or if they are expected to submit something. Arrange for duplication and determine how to package it (folders or baggies are often used) Prepare program of work for term as president. When possible, have it ready for distribution to membership at District meeting so they can select something to work toward within their district. (Not always possible in even years if you wish to use the results of the survey to design your program of work. Appoint committee chairs and members of committees. Encourage them to attend Breakfast meeting.
At NCE Conference	Bring an item for Bucket Auction Attend Executive Board Meetings ACTEN Delegate Assembly	May either donate something or solicit something from a business in your area Two are held. . the night before Conference begins and a breakfast meeting. Attend delegate assembly as a representative of FCSTN.

PAST-PRESIDENT, TOY & SPECIAL SERVICE AWARDS

Purpose: To assist the president as requested and serve as chair of the Teacher of the Year and Special Service Awards.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	Attend Executive Board Meeting Generate listing of potential candidates	If unable to attend, appoint one of the chairs of committees you supervise to represent you. Teachers of the Year (three categories), and Special Service Award. Participation Guides are excellent sources of “nominations”
On-going	Represent teachers on FCSESC Liaison to Partnership Award committee	The Family & Consumer Sciences Education State Council serves as an advisory group to FCS staff at NDE. In recent years this group has held 3-4 Conference calls each year.
Spring	Facilitate ACTEN Award Nominations Attend Executive Board Meeting Design and duplicate banquet program Communicate with family and administrators coming banquet Arrange for plaques Arrange for honoree recognition and present awards at FCS Awards Banquet	Send nominations forms for New CTE Teacher and Outstanding Teacher of the Year to FCSTN candidates (last years’ FCSTN honorees) for them to complete and return to ACTEN by March 1. They must meet deadline or FCS is not recognized at the ACTEN Awards Luncheon. If unable to attend, appoint one of the chairs of committees you supervise to represent you. Program copy from a previous year should be in this folder. Secure details (time, room, cost) from State Director - meal counts must be finalized about a week prior to beginning of Conference. Awards Unlimited in Lincoln (Carolyn is present contact, but anyone can assist) has the template; merely provide the names - be sure of spelling. Order: Three TOY plaques, Special Service Award plaque, and Presidents plaque. They will bill awards. Vendor prefers three-weeks, but a minimum of two weeks, prior to being picked up. Shirley Baum will pick them up if asked, but the order must be ready by Thursday before the Conference. Prepare script, decide whether you want to present a notebook, folder, gift bag etc. for personal messages; prepare for some type of paper on which messages can be written and place on tables at banquet. Prepare news release for appropriate sources.
At NCE Conference	Bring an item for Bucket Auction Attend Executive Board Meetings	May either donate something or solicit something from a business in your area Two are held. . .the night before Conference begins and a breakfast meeting.

SECRETARY

Purpose: To maintain official minutes and records of the association.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	Attend Executive Board Meeting Send copy of minutes to President within two weeks of meeting	If unable to attend, appoint one of the chairs of committees you supervise to represent you. 1. Prepare written copies of minutes for executive board members 2. Provide a roll call sign-in sheet 3. Record minutes Note: Bring notebook that contains current by-laws of organization.
On-going	Maintain official records Liaison to selected committees	Minutes should be maintained for seven years. Membership and scholarship
Spring	Attend Executive Board Meeting Send copy of minutes to President within two weeks of meeting	If unable to attend, appoint one of the chairs of committees you supervise to represent you.
At NCE Conference	Bring an item for Bucket Auction Attend Executive Board Meetings At Business Meeting At Awards Banquet Send copy of minutes to President within two weeks of meeting	May either donate something or solicit something from a business in your area Two are held. . .the night before Conference begins and a breakfast meeting. Need the previous years business meeting minutes duplicated for handing out to attendees. Provide reflection/grace

TREASURER

Purpose: To manage the financial records and processes of the association.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES															
On-going	<p>Collect dues</p> <p>Liaison to selected committees</p>	<p>Breakdown of Dues:</p> <table> <tr> <td>AACTE</td><td>\$40.00</td><td>Associate members pay \$20.00</td></tr> <tr> <td>ACTEN</td><td>\$30.00</td><td></td></tr> <tr> <td>NAFACS</td><td>\$10.00</td><td></td></tr> <tr> <td>FCSTN</td><td><u>\$12.00</u></td><td></td></tr> <tr> <td>Total</td><td>\$112.00</td><td></td></tr> </table> <p>Fundraising, hostess, bucket auction and altruistic</p>	AACTE	\$40.00	Associate members pay \$20.00	ACTEN	\$30.00		NAFACS	\$10.00		FCSTN	<u>\$12.00</u>		Total	\$112.00	
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Total	\$112.00																
<p>Fall</p> <p>10/31</p>	<p>Attend Executive Board Meeting; Prepare Report</p> <p>Dues sent to state (Note: ACTEN submits to AACTE)</p> <p>Dues sent to NAFACS</p>	<p>If unable to attend, appoint one of the chairs of committees you supervise to represent you.</p> <p>Oral report presented; written copy provided to all Executive Board members</p> <p>AACTE and ACTEN dues are sent together with the sheet from the membership form. Mail to: Lila Kulwicki, ACTEN, PO Box 22607, Lincoln NE 68542 This must be paid by November 1st in order for the person to attend the AACTE Convention.</p> <p>Send to: Bettye Brown, 2604 Kwianis Drive, Bowling Green, KY 42104-4229</p>															
Spring	<p>Attend Executive Board Meeting; Prepare Report</p> <p>Prepare Budget</p> <p>Arrange for meeting with the Treasurer-elect</p>	<p>If unable to attend, appoint one of the chairs of committees you supervise to represent you. Oral report presented; written copy provided to all Executive Board members</p> <p>Prepare a proposed budget with a comparison study of present and previous years' actual expenses. Present to Executive Board for approval.</p> <p>Carefully review processes, procedures, etc. to better assure a smooth transition between personnel.</p>															
June	<p>Bring an item for Bucket Auction</p> <p>Attend Executive Board Meetings and Banquet</p> <p>During NCE</p>	<p>May either donate something or solicit something from a business in your area</p> <p>Two Board Meetings are held. . .the night before Conference begins and a breakfast meeting.</p> <p>Prepare records/books to Auditing Committee.* Work with Membership Chair to take dues. Take to Conference: stapler, staples, paper clips, small envelopes to give to committee chairs to store money (ex. Bucket auction). Ask committees to count money and note amount on the outside of the envelope. Take 4-5 large envelopes to store membership forms and checks. Take checkbook and receipt book. You will need to write checks at the business meeting on the night before Conference. Request some form of bill or receipt; even if it is handwritten. Write the number of the check on the receipt and date it. Prepare Written report (present years budget & expenditures and proposed budget) for entire membership.</p>															

*A notebook should be kept with a copy of all receipts and bills. Less than two books of checks were used each year.

TREASURER-ELECT

Purpose: To prepare for and transition into the position of treasurer.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	Attend Executive Board Meeting	
Spring	Attend Executive Board Meeting Meet with treasurer	Carefully review processes, procedures, etc. to better assure a smooth transition between personnel.
At NCE Conference	Bring an item for Bucket Auction Attend Executive Board Meetings	May either donate something or solicit something from a business in your area Two are held. . .the night before Conference begins and a breakfast meeting.

ACTEN REPRESENTATIVES

Purpose: To represent FCSTN on the ACTEN Board of Directors and serve as a liaison between the two groups.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	Attend FCSTN Executive Board Meeting	Only one ACTEN Rep is required to attend; present report
On-going	Represent interest of FCSTN at ACTEN meetings	Many of these meetings involve traveling to Columbus, Norfolk, Grand Island or Lincoln. Duties are assigned to each representative within the Board to complete projects for the entire state organization.
Spring	Attend FCSTN Executive Board Meeting Distribute Awards information to members	Only one ACTEN Rep is required to attend; present report The previous year's FCSTN TOY are advanced to ACTEN the next year; work with the Past-President to make sure this happens. All teachers can submit nominations for the student awards; encourage that to happen.
At NCE Conference	Attend Executive Board Meetings	Two are held. . .the night before Conference begins and a breakfast meeting

HSR/FCS DIRECTOR

Purpose: To serve as an advisor to the association; serves in ex-officio capacity on Executive Board.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Summer	Update the Officer Handbook (Section 1 – current year information) and homepage.	President is to send information by July 15. Make necessary changes in the Handbook as well as the homepage.
Fall	Attend Executive Board Meeting Begin planning for FCS portion of NCE Conference	Form will be sent to Executive Board members, committee chairs, and district chairpersons for input.
On-going	Provide assistance to officers and committees as needed Assume responsibility for updating FCSTN Leadership Handbook (except for Section 1-current year information)	
Spring	Attend Executive Board Meeting	Provide details related to NCE (schedule, room arrangements, location of space for various committees, etc.)
At NCE	Attend Executive Board Meetings	Two are held. . .the night before Conference begins and a breakfast meeting.

DISTRICT CHAIRPERSONS/REPRESENTATIVES

Purpose:

To coordinate district activities and serve as a liaison between the district and state association.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	<p>Attend Executive Board Meeting (optional) or submit a report to your Executive Board Rep PRIOR to meeting</p> <p>Conduct District Meeting</p> <p>Submit article to the newsletter</p> <p>Submit recommendations to respective committees</p>	<p>Two District Representatives are elected or appointed to serve on the Executive Board (one from even-numbered district, one from odd-numbered districts). These two persons are expected to attend the Executive Board meetings; others may if they choose to do so.</p> <p>Plan program and issue invitations to potential attendees</p> <p>Odd-numbered Districts MUST; others may. If not a complete feature article, then send a quote, quick tip, new resource, etc.</p> <p><i>Membership</i> (encourage within district especially new or returning teachers); <i>Nominations</i> (submit names for offices, committees and ACTEN representation); <i>Awards</i> (submit names for FCSTN, ACTEN & Service Awards)</p>
On-going	<p>Serve as liaison and PR champion in district</p> <p>Serve as link to district for legislative response network</p>	<p>Work with district members to discuss and publicize work of FCSTN and any new concepts the organization adopts.</p> <p>Send all messages on to members in district for their legislative action.</p>
Spring	<p>Attend Executive Board Meeting (optional) or submit a report to your Executive Board Rep PRIOR to meeting</p> <p>Conduct District Meeting, if desired</p> <p>Submit article to newsletter</p>	<p>Two District Representatives are elected or appointed to serve on the Executive Board (one from even-numbered district, one from odd-numbered districts). These two persons are expected to attend the Executive Board meetings; others may if they choose to do so.</p> <p>Plan program and issue invitations to potential attendees.</p> <p>Even-numbered Districts MUST; others may. If not a complete feature article, then send a quote, quick tip, new resource, etc.</p>
At NCE	<p>Attend Executive Board Meetings</p> <p>Bring an item for the Bucket Auction</p> <p>Sell tickets-Altruistic Project</p> <p>Appoint a replacement for your position; notify president-elect</p> <p>Serve as FCS Representative to ACTEN delegate assembly</p> <p>Conduct District Meeting</p>	<p>Two are held. . .the night before Conference begins (prepare oral report of districts' activities) and a breakfast meeting</p> <p>May either donate something or solicit something from a business in your area.</p> <p>Tickets will be provided to you; may be sold to anyone</p> <p>Odd-numbered districts change in the fall of odd-numbered years; even-numbered district change in the fall of even-numbered years. (Use date at time of NCE)</p> <p>Generally scheduled one evening during the Conference.</p> <p>Generally held during luncheon. Secure names & addresses of teachers in your district. Determine dates and focus of meeting(s) that will be held during year. Combine with other districts where membership is low.</p>

ALTRUISTIC

Purpose: To prepare, and manage the sale of, items for the designated association service project.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	Attend Executive Board Meeting (optional) or submit a report to Treasurer PRIOR to meeting At District Meeting	Request that designation of Altruistic project be a Spring agenda item Formulate plan for raffle and assign duties
Spring	Attend Executive Board Meeting (optional) or submit a report to Treasurer PRIOR to meeting At District Meeting and follow-up Designate the recipient of funds at spring meeting	Executive Board should determine the recipient of this years' project. Submit bills to Treasurer for reimbursement of your expenses. Carry out plans; send out reminder and follow-up letters to district members Your committee recommends who should receive the award; the Executive Board makes the decision.
At NCE Conference	Bring an item for Bucket Auction Attend Executive Board Meetings Conduct Raffle	May either donate something or solicit something from a business in your area Two are held. . .the night before Conference begins and a breakfast meeting. 1. Set up display for raffle 2. Distribute packets of raffle tickets to each District Chairperson to be sold during the Conference; indicate by what time they are to be returned to you. Note: raffle tickets are sold for \$1 each or six for \$5. 3. Actually conduct the raffle during designated session 4. Present raffle profits, after reimbursing yourself for the expenses (receipts required) to FCSTN treasurer for distribution to the selected Altruistic project recipient. Be sure to provide mailing address so check can easily be sent.

AUDITING

Purpose: To assure membership that the treasurer's records are accurate and in order.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	Attend Executive Board Meeting (optional) or submit a report to President PRIOR to meeting	
Spring	Attend Executive Board Meeting (optional) or submit a report to President PRIOR to meeting	
At NCE Conference	Bring an item for Bucket Auction Attend Executive Board Meetings Audit Treasurers books and scholarship funds records	May either donate something or solicit something from a business in your area Two are held. . .the night before Conference begins and a breakfast meeting. To assess whether books and records are in order and give a report at the general FCSTN meeting.

AWARDS - PARTNERSHIP

Purpose: To recognize an organization, business and/or their representative(s) that have made a positive impact on families and communities.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	<p>Attend Executive Board Meeting (optional) or submit a report to Past-President PRIOR to meeting</p> <p>Compose potential list of nominees and send letter with application</p> <p style="text-align: center;">The honoree must have taken action to address the issue(s) either through public awareness, policy, financial contribution, personal time and/or commitment to make a difference in the lives of families throughout Nebraska.</p>	<p>1995-96 file contains best example of correspondence.</p> <p>Application Form requests:</p> <p>-name of nominee -address</p> <p>-telephone number -following items:</p> <p>1. Please list all programs used by you or your company/organization to address family concerns (include applicable dates of program).</p> <p>2. What was/is the purpose of these programs?</p> <p>3. Who is responsible for the administration or production of these programs?</p> <p>4. Evaluate the effectiveness of these programs.</p> <p>5. Would a representative of your organization be able to attend our awards banquet and accept this honor? (Insert date, time and location)</p> <p>6. Please add attachments as necessary and return in the enclosed envelope.</p> <p>(1995 committee report)</p>
Spring	<p>Attend Executive Board Meeting (optional) or submit a report to Past- President PRIOR to meeting</p> <p>Evaluate application, make selection, notify awardee and other applicants.</p> <p>Make arrangements for plaque with Awards Chair (past-president)</p> <p>Make arrangements for company representation at Awards Banquet; prepare press release for appropriate newspapers; prepare award presentation speech</p>	<p>Vendor is Awards Unlimited in Lincoln; Vendor requests 3-week, but a minimum of 2 weeks, prior to order being picked up.</p> <p>Two complimentary dinners are provided by Conference funds</p>
At NCE Conference	<p>Bring an item for Bucket Auction</p> <p>Attend Executive Board Meetings</p> <p>At banquet, host awardees and present award. . .send news release to appropriate sources.</p>	<p>May either donate something or solicit something from a business in your area</p> <p>Two are held. . .the night before Conference begins and a breakfast meeting.</p> <p>If space allows and generally this is possible, you may be seated at their table. Ask the FCS State Director just prior to the Awards Banquet.</p>
Post-Conference	Offer to arrange a presentation of the award at the business.	

BUCKET AUCTION

Purpose: To manage this fund-raising event for the association.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	Attend Executive Board Meeting (optional) or submit a report to treasurer PRIOR to meeting	
Spring	Attend Executive Board Meeting or submit a report to treasurer PRIOR to meeting Designate the recipients of funds at spring meeting	
At NCE Conference	Bring an item for Bucket Auction Attend Executive Board Meetings Prior to Conference Conduct Bucket Auction	May either donate something or solicit something from a business in your area Two are held. . .the night before Conference begins and a breakfast meeting. 1. Provide buckets or containers to hold names. (These are passed down from previous chair) 2. Prepare approximately 1500 packets of slips of paper for people to write their names on. Staple them together in packets of three. 3. Prepare sale sign. (50 cents each or three for \$1.00) 4. Arrange with FCS Director for 5-6 tables on which to display items. 1. Collect items for bucket auction. Each person on the Executive Council and District Representative is asked to donate item(s). Reminder should be included in final letter from President before Conference. 2. Arrange items and buckets on table. Items may be grouped together, if desired. 3. Conduct sales; have some start-up cash on hand 4. Draw for winners during designated session. 5. Submit money to treasurer.

BY-LAWS

Purpose: To review and update the by-laws of the association.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	Attend Executive Board Meeting (optional) or submit a report to President-elect PRIOR to meeting	Discuss potential by-law changes. Attendance at this Executive Board meeting is highly desirable if there are anticipated changes to be proposed.
Spring	Attend Executive Board Meeting (optional) or submit a report to President-elect PRIOR to meeting	All proposed revisions should be presented in writing to the Executive Board at this meeting. Attendance at this Executive Board meeting is highly desirable if there are anticipated changes to be proposed.
At NCE Conference	Bring an item for Bucket Auction Attend Executive Board Meetings	May either donate something or solicit something from a business in your area Two are held. . .the night before Conference begins and a breakfast meeting. Present final draft of proposed changes to Executive Board and, upon action by that Board, to the entire membership.

FUNDRAISING

Purpose: To provide quality professional materials for FCS teachers to use to help promote the value of Family & Consumer Sciences to our schools and communities.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
The person who stores the merchandise needs to secure a rider on her homeowners policy to cover the potential loss of that merchandise. The cost of this rider will be reimbursed by the treasurer annually.		
Fall	Attend Executive Board Meeting (optional) or submit a report to Treasurer PRIOR to meeting Consider and note ideas for fund raising items	Investigate sources of “new” items.
On-going	Sell products	Recruit FCSTN members to sell items to various groups (Lincoln, Omaha, Panhandle area, FCCLA, and others) interested in purchasing items. Keep track of items and send money collected to treasurer.
Spring	Pre-Conference preparation Attend Executive Board Meeting or submit a report to Treasurer PRIOR to meeting	Determine promotional items to be sold. 1. Shop for best prices. 2. Order items close to Conference date, pick-up and submit bills for payment 3. Determine store hours for during Conference 4. Prepare inventory for Conference. 5. Prepare price lists, signs, inventory report, get beginning cash for the cash box (record amount and take the same amount from the ending sales before reporting “profit” to the treasurer). 6. Secure area to set up sales (contact FCS State Director for a secured location, if possible) 7. Operate Store during Conference. NOTE: Incoming chairperson should help staff the store the conference before assuming the chairperson position.
At NCE Conference	Bring an item for Bucket Auction Attend Executive Board Meetings Conduct sales	May either donate something or solicit something from a business in your area Two are held; the night before Conference begins and a breakfast meeting. 1. Set up items at Conference 2. Sell during opportune times 3. Submit collections and bills to treasurer 4. Finish any Conference orders or mailings 5. Count and store inventory 6. Submit Conference report

HOSTESS

Purpose: To provide centerpieces, and manage the sales of them, during NCE.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	Attend Executive Board Meeting (optional) or submit a report to Treasurer PRIOR to meeting	
Spring	Attend Executive Board Meeting (optional) or submit a report to Treasurer PRIOR to meeting Designate the recipient of the funds at spring meeting	
At NCE Conference	Provide 14-16 centerpieces Bring an item for Bucket Auction Attend Executive Board Meetings	Will be used at the banquet and again at the luncheon. Will be sold following the luncheon and any left-over can be sold during the bucket auction. May either donate something or solicit something from a business in your area Two are held. . .the night before Conference begins and a breakfast meeting.

LEGISLATION

Purpose: To inform members of legislation and actions needed; and, to conduct legislative workshop.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	Attend Executive Board Meeting (optional) or submit a report to President PRIOR to meeting Plan Legislative Workshop	<ul style="list-style-type: none"> Secure room at Governor's mansion. Plan agenda; work with State FCCLA advisor concerning involvement of FCCLA. Update mailing list of senators' addresses. Develop registration mailing and notify potential participants shortly after election Have members from each senators district issue a personal invitation Determine contents of packet for senators and participants
On-going	Activate legislative network as needed Attend ACTEAN-sponsored legislative meetings	See calling tree found in previous section
Spring	Attend Executive Board Meeting (optional) or submit a report to President PRIOR to meeting Prepare and conduct Legislative Workshop Begin preparation for next Legislative Workshop	<p>See file for detailed information</p> <ul style="list-style-type: none"> Prepare packets Process registration Make personal telephone contacts with each state senator just before lunch count deadline Confirm lunch count with Gov Mansion Arrive early to check on things; set up registration, etc. Have a committee member serve as hostess at lunch announcing the senators to the group as they arrive Write thank you letters - anyone who helped with the day; senators unable to come including a "follow-up" packet of information Confirm date of FCCLA meeting with State FCCLA Advisor Prepare a flyer for inserting into NCE FCS packets announcing workshop date
At NCE	Bring an item for Bucket Auction Attend Executive Board Meetings	<p>May either donate something or solicit something from a business in your area.</p> <p>Two are held. . .the night before Conference begins and a breakfast meeting.</p>

MEMBERSHIP

Purpose: To promote membership and maintain membership records.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	Attend Executive Board Meeting (optional) or submit a report to Secretary PRIOR to meeting	
On-going	Communicate with treasurer	Both the treasurer and membership chair need to maintain an accurate, up-to-date listing of members.
Spring	Attend Executive Board Meeting (optional) or submit a report to Secretary PRIOR to meeting	
At NCE Conference	Bring an item for Bucket Auction Attend Executive Board Meetings Collect Dues and provide for member recognition	May either donate something or solicit something from a business in your area Two are held. . .the night before Conference begins and a breakfast meeting. Decide how to provide paid members with visible symbol of membership (ribbons, stickers, etc.)
During summer	Prepare membership listing	Provide written copy to: President, president-elect, secretary, treasurer, past-president, ACTEN representatives, State Director, and chairs of legislation, newsletter and nominations committee

NEWSLETTER

Purpose: To keep membership informed of association activities and promote professional development through the publication of a newsletter.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	Attend Executive Board Meeting Prepare Fall Issue	<p>Person who prepares Fall issue should attend.</p> <p>Person #1:</p> <ol style="list-style-type: none"> 1. Generate ideas for the two issues of the newsletter. 2. “Comparison shop” for an affordable printer to publish the newsletter. 3. Compile articles into newsletter format. Final draft developed for printer. 4. Submit newsletter to printer. 5. Mail newsletters so members receive in mid-December. <p>Person #2:</p> <ol style="list-style-type: none"> 1. Generate ideas for the two issues of the newsletter. 2. Write letters to FCSTN members for articles for the newsletter. 3. Send articles, news snippets, etc. that are mailed to her on to Person #1 for inclusion in the fall edition. 4. Prepare mailing labels. Membership chair assisted in locating correct addresses and updates.
Spring	Attend Executive Board Meeting Prepare Spring Issue	<p>Primary preparer of Spring issue should attend</p> <p>Person #1:</p> <ol style="list-style-type: none"> 1. Generated ideas for the spring edition. 2. Contacted FCSTN members for articles for the newsletter. 3. Take final draft to printer. Membership receives newsletter at NCE Conference. <p>Person #2:</p> <ol style="list-style-type: none"> 1. Generated ideas for the spring edition. 2. Wrote letters to FCSTN members soliciting articles. 3. Compiled articles into newsletter format. Final draft developed for printer.
At NCE	<p>Divide the upcoming responsibilities and determine deadline dates for submission</p> <p>Attend Executive Board Meetings</p> <p>Bring an item for Bucket Auction</p>	<p>Dates to submit materials should be communicated to the Executive Board and the membership before the conclusion of the Conference.</p> <p>Two are held; the night before Conference begins and a breakfast meeting.</p> <p>May either donate something or solicit something from a business in your area.</p>

NOTE: Send each issue to NATFACS

NOMINATIONS

Purpose: To slate members into leadership positions within the association.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	<p>Attend Executive Board Meeting (optional) or submit a report to President-elect PRIOR to meeting</p> <p>Check “volunteer sheets” for names.</p> <p>Check with executive board members for recommendations.</p>	<p>The President collects these sheets at NCE; they are an excellent source of names.</p>
November	Contact possible candidates	<p>Secure only one person for each office; additional nominations may be made from the floor during the business meeting.</p> <p>President (three-year term: president-elect in first year, president in second year and past-president in third year)</p> <p>Secretary (one-year term)</p> <p>Treasurer (three-year term: treasurer-elect for one year, treasurer for next two years)</p> <p>Rotation Cycle for Nominations Needed:</p> <p>09-10 President-Elect, Secretary</p> <p>10-11 President-Elect, Secretary, Treasurer-Elect</p> <p>11-12 President-Elect, Secretary</p> <p>12-13 President-Elect, Secretary</p> <p>13-14 President-Elect, Secretary Treasurer-Elect</p>
Spring	Attend Executive Board Meeting (optional) or submit a report to President-elect PRIOR to meeting	
At NCE Conference	<p>Bring an item for Bucket Auction</p> <p>Attend Executive Board Meetings</p>	<p>May either donate something or solicit something from a business in your area</p> <p>Two are held. . .the night before Conference begins and a breakfast meeting.</p>

PUBLIC RELATIONS

Purpose: To assist members in promoting their accomplishments in the association and profession, including preparing a display of news articles illustrating those accomplishments.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	Attend Executive Board Meeting (optional) or submit a report to President PRIOR to meeting Submit article to newsletter editors	Take pictures at meeting. Place a reminder in the FCSTN Newsletter for pictures, clippings, news articles etc. Remind NDE FCS director to pass on clippings received in that office.
On-going	Create public relations materials that teachers can easily adapt to local use Send compassionate items to FCSTN members, including associate members	Sent upon death of a spouse or child (immediate family member). The amount to be spent is determined by a minimum order. Others may be acknowledged by a card.
Spring	Attend Executive Board Meeting (optional) or submit a report to President PRIOR to meeting Design and duplicate a brochure or piece of information related to public relations.	Take pictures, if not done at fall meeting. Develop a bulletin board/visual to display at Conference. One table will be automatically ordered for this display; if anything else is needed, work through the NDE FCS Director.
At NCE Conference	Bring an item for Bucket Auction Attend Executive Board Meetings Display a bulletin board or visual highlighting the organization and accomplishments of members and programs.	Purchase cards for members who are retiring and have the Board sign them at the Executive Board Meeting; invite members attending the Banquet to also sign them. Contact the FCS Director at NDE for a listing of retirees. May either donate something or solicit something from a business in your area Two are held. . . the night before Conference begins and a breakfast meeting.

SCHOLARSHIP

Purpose: To manage the funding and awarding processes related to the Melinda Holcombe Scholarship Fund.

TIMELINE	RESPONSIBILITY	GUIDELINES / POLICIES
Fall	<p>Review guidelines and application</p> <p>Attend Executive Board Meeting or submit a report to secretary PRIOR to meeting</p> <p>Publicize scholarship – Deadline for Scholarship Application is May 1.</p>	<p>Evaluate guidelines at NCE. Propose any changes to either the guidelines or application; submit to Executive Board for approval. Prepare a revised final copy.</p> <p>During business meeting, remind Treasurer to send check to the Career Education Foundation of Nebraska if it is not reflected in the Treasurers Report.</p> <p>Send camera-ready revised application and guidelines to newsletter editor for winter issue. May also want to send a letter to the District Chairpersons to ask for their assistance in encouraging members to apply.</p>
Spring	<p>Attend Executive Board Meeting (optional) or submit a report to secretary PRIOR to meeting</p> <p>During May</p>	<p>If there are no applications by this meeting, consider sending a reminder message through the FCS listserv.</p> <p>Set up a meeting to evaluate the scholarship applications. Evaluate according to the guidelines (following page). Select up to two scholarship recipients, each worth \$100.</p> <p>Have checks written (see next page for contact information) and sent either directly to you or to the FCS Director at NDE who will bring them to NCE conference.</p> <p>Prepare computer-generated award certificates to be presented to the recipients along with their checks.</p> <p>If desired, prepare a one-page flyer to include in the FCSTN membership packets to advertise the application process for the upcoming year.</p>
At NCE Conference	<p>Bring an item for Bucket Auction</p> <p>Attend Executive Board Meetings</p> <p>Fund-raising for scholarship</p> <p>Award scholarships</p>	<p>May either donate something or solicit something from a business in your area.</p> <p>Two are held. . .the night before Conference begins and a breakfast meeting.</p> <p>See following page.</p> <p>Present scholarships at the FCSTN banquet.</p>

SCHOLARSHIP GUIDELINES

Melinda Holcombe Professional Development Fund Scholarship

1. Up to two recipients of the Melinda Holcombe Professional Development Fund Scholarship recipients will be awarded as long as funds continue to exist. Currently, the amount of each scholarship is \$100. Awardees will be announced at the FCS Banquet during the NCE conference.
2. Awardees must have submitted an application to be considered. Application forms will be included in the fall edition of the FCSTN newsletter. A reminder notice should be sent through the listserv and/or future newsletters. Applicants may also contact the Scholarship Committee for an application form.
3. Applicants may apply the scholarship money toward work that has been completed during the previous calendar school year through the upcoming school year. Applicants will show verification of their work. Awardees are also encouraged to share their experience with the FCSTN membership through a roundtable presentation and/or an article for the FCSTN newsletter.
4. Affiliate FCSTN members will receive first consideration when award recipients are selected. Associate FCSTN members will have the opportunity to receive a scholarship worth one-half of an affiliate awardees' scholarship amount.
5. Scholarship Committee members are eligible to apply for the scholarship, but then are not eligible to determine the scholarship recipients. If desired, the Scholarship Chair may name additional members to the committee, especially if the remaining committee is quite small. If all Scholarship Committee members apply for the scholarship, the selection process will be delegated to the FCSTN President and/or President-elect.

FUND MANAGEMENT

Currently funds are housed at the Career Education Foundation of Nebraska so that donations are tax-deductible. The CEFN Executive Secretary sends a quarterly accounting of this fund to the FCSTN Treasurer. She is also the person to contact for securing the needed checks.

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In the past fundraisers (i.e. the Shining Star Award and sales of an assessment resource) were used to support the scholarship fund. Melinda Holcombe has also made several contributions to this fund. At the 2007 NCE conference, it was decided that a portion of the materials fee collected as part of the FCS registration process at NCE should be designated to the scholarship fund thereby eliminating the need for additional fund raising activities.

Guidelines originally developed by Kathy Gifford and Rhonda Topp in fall-1997; updated by Ruth Epley and Shirley Baum in summer-2007.